Approved For Release 2009/07/16 : CIA-RDP74-00390R000200140030-8

STATINTL

TO : [redacted] 106C

FROM : CIA Records Administration Officer

SUBJECT: Annual Report of Records Holdings and Equipment Inventory

1. This is a reminder of the need for a report of your records holdings and amount of records destroyed during the past fiscal year. In addition, an inventory of filing equipment is requested.

2. The statistical data will enable us to measure the effectiveness of the Records Management Program in the Agency and will provide the basic information for my report to the National Archives and Records Services, GSA.

3. Your findings may be recorded below and transmitted to my office by 16 August 1963. If you have any difficulty in meeting this deadline, please call me.

STATINTL

[redacted]

RECORDS

92 cu. ft. of records on hand 1 July 1962

99 cu. ft. of records on hand 30 June 1963

12 cu. ft. destroyed during FY 1963. (Do not include those destroyed by the Records Center.)

EQUIPMENT

Type	Number
Safes	
4-drawer	19
5-drawer	0
2-drawer	2
Cabinets	
3-drawer	
4-drawer	1 (supplies)
Card sizes (3x5, 5x8, IBM, etc.)	None
Map cases	None
Other (exclude shelf filing)	

STATINTL

[redacted]

Arch Records Officer

25 YEAR RE-REVIEW

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